

Executive Registry
4-2654

24 June 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Administrative and Technical Study of [] Publications FOIAb3b1

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FOIAb3b1

1. Attached is a report on the administrative and technical phases of [] publications which was made by Mr. [] of the Printing Advisory Staff of this Office.

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2. As you will note, the findings and recommendations have been concurred in by the Deputy Assistant Director, OO and the Acting Chief []

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3. These recommendations will result in a savings conservatively estimated at approximately \$59,000 per annum.

4. The study is forwarded for your information and this Office will take such action as necessary to implement the recommendations.

5. It is requested, after review of the attached study, that same be returned to this Office for our file.

SIGNED

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[]
Chief, General Services Office

Enclosure:
1. Study

NOTE: THE ACTING DD/A CONCURRED IN THE REFERENCED STUDY (WHICH WAS RETURNED TO THE CHIEF, GENERAL SERVICES OFFICE) ON 16 JULY 1953.

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DD/A CHRONO

Also see: memo ltr 16 July to Comp on same subject. (ER-4-3384)

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